

REASON FOR THIS POSITION					POSITION DESCRIPTION COVER SHEET		
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER					
RECOMMENDED							
4. TITLE					5. PAY PLAN	6. SERIES	7. GRADE
8. WORKING TITLE					9. INCUMBENT <i>(Optional)</i>		
OFFICIAL							
10. TITLE Accounting Technician							
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A		17. CLASSIFIER
GS	525		04	MONTH/DAY/YEAR	YES NO		MS
				4/22/02			
18. ORGANIZATIONAL STRUCTURE <i>(Agency/Bureau)</i>							
1st				5th			
2nd				6th			
3rd				7th			
4th				8th			
SUPERVISOR'S CERTIFICATION							
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.							
19. Supervisor's Signature			20. Date		22. Second Level Supervisor's Signature		23. Date
21. Supervisor's Name and Title				24. Second Level Supervisor's Name and Title			
FACTOR EVALUATION SYSTEM							
FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS		
1. Knowledge Required	1-3	350	6. Personal Contacts	6-2	25		
2. Supervisory Controls	2-2	125	7. Purpose of Contacts	7-1	20		
3. Guidelines	3-2	125	8. Physical Demands	8-1	5		
4. Complexity	4-2	75	9. Work Environment	9-1	5		
5. Scope and Effect	5-2	75	27. TOTAL POINTS			805	
Grade based on JFS for Clerical & Technical Accounting & Budget Work, GS-0500C dtd 12/97				28. GRADE		28. 04	
CLASSIFICATION CERTIFICATION							
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.							
29. Signature /S/ MARILYN STETKA					30. Date 4/22/02		
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)							
32. Remarks FLSA: N				Standard Job#525-04		33. OPM Certification Number	

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1) A/C/D/I/R	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 04	6. IP NO. (8)
------------------------------	------------------------------	------------	----------------	--------------------	---------------

B. MASTER RECORD

1. PAY GS	2. OCC.SER (4) 525	3. OCC FUNC.	4. OFF. TITLE CD 0001	5. OFF. TITLE (38) ACCTG TECHNCN							
6. HQ.FLD.CD. (1) 1=HQ 2=FLD		7. SUP.CD. (1) 8 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA 5=Mgmt. CSRA 6= Leader LGEG 8=All Others		8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA		9. INTERDIS. CD. (1) N=NO Y=Interdis	10. DT. CLASS (6) MO DA YEAR 04 22 02				
11. EARLY RET. CD. (1) 1=Primary 2=Secondary		3=Foreign Svc. Blank=NA		12. INACT/ACT (1) A I=Inactive A=Active		13. DT. ABOL. (6) MO DAY YEAR		14. DT.INACT/REACT (6) MO DAY YEAR		15. AGCY. USE (10)	
16. INTERDIS. SER. (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)											
17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)											

C. INDIVIDUAL POSITION

1. FLSA CD. (1) N E=Exempt N=Nonexempt		2. FIN. DIS. REQ. (1) 0 N 0=None 1=CD 219 3=SF 278 4=AD 392		3. POS. SCHED. (1) A=Sched A B=Sched B 0=Excepted but not A, B, C		4. POS. SENS. (1) 1N N 0=Nonsensitive 1=Noncritical		5. COMP. LEV. (4) 04AA							
6. WK. TITLE CD. (4)		7. WK TITLE (38)													
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th								9. VAC. REV. CD. (1) 0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE							
10. TARGET GD. (2)		11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1) Blank=N/A Y=Yes		13. DUTY STATION (9) State (2) City(4) Cnty(3)		14. BUS. CD. (4)		15. DT. LST. AUDIT (6) MO DAY YEAR		16. PAS. IND. (1) Blank=N/A 1=PAS		17. DATE EST. (6) MO DAY YEAR 04 22 02	
18. GD. BASIS. IND. (1) N 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG 4=Sup./Program 5=RGEG 6=Policy Analysis GEG 7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use						19. DT. REQ. REC. (6) MO DAY YEAR		20. NTE. DT. (6) MO DAY YEAR		21. POS. ST. Y=Perm N=Other					
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results) <div> Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. </div> <div> Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev. </div> <div> Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 9=Other </div>															
23. DT. EMP. ASGN. (6) MO DAY YEAR		24. DT. ABOL. (6) MO DAY YEAR		25. INACT/ACT (1) A 1=Inact. 2=Act.		26. DT. INACT/REACT (6) MO DAY YEAR		27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)		29. AGCY. USE (8)			
30. CLASSIFIER'S SIGNATURE								31. DATE							

32. REMARKS

Standard Job #525-04

A. Major Duties

Typical, but not all inclusive, duties are illustrated by performance of any combination of the following:

Receives obligating documents such as purchase orders, travel vouchers, requisitions, and contract documents and reviews same for correct object class and accounting codes, and program codes making appropriate corrections where required. Maintains subsidiary records as necessary to track obligating documents.

Inputs data into Agency automated system, manipulates data as may be required to respond to inquiries, and obtains outputs for obligation and fund status reporting purposes. Reconciles these reports with the reports obtained from the Central Accounting System (CAS) of the National Finance Center (NFC), and as required, assists the fund holder in their review of reports.

Establishes projects, and adjusts cost estimates for recurring charges, e.g. cost of utilities, rentals, and research support agreements.

Performs other related duties such as preparing travel documentation including authorization, providing advice to travelers of routine travel matters, travel vouchers for foreign and domestic travel; serving as alternate imprest fund cashier; typing memos, forms, and charts from handwritten copy into final form.

B. Evaluation Factors

1. Knowledge Required by the Position (FLD 1-3, 350 points)

Knowledge of standardized, established accounting procedures and techniques sufficient to classify accounting transactions and maintain or reconcile accounts and accounting records for operations when there are few variations in the transactions handled, limited subdivisions in the accounts, and few problems in identifying the proper account classification or in balancing and reconciling the accounts.

Knowledge of Agency accounting terminology, policies, standard procedures, regulations, documents, and basic account structures, and the ability to work with automated accounting systems.

Ability to detect and analyze commonly encountered or simple data errors in accounting records.

Ability to operate a computer keyboard in order to input accounting data into the Agency system.

2. Supervisory Controls (FLD 2-2,125 points)

The incumbent works under the supervision of the supervisor, who provides general work assignments giving the scope and purpose of the assigned work. The incumbent is given detailed instructions for new or one-time assignments, plus those that are unusual or judged to be difficult.

The incumbent accomplishes continuing assignments independently and according to established and prescribed procedures. The supervisor is consulted on any problems or situations which are not covered by instructions or standard operating procedures.

The work is reviewed upon completion for accuracy and compliance with instructions and established procedures.

3. Guidelines (FLD 3-2, 125 points)

Guidelines include Agency regulations and control accounts (CA) procedures, NFC Procedural Manual, FMD guidance and directives and generally accepted accounting procedures.

The employee must use judgement in selecting and applying guidelines to the various situations and in detecting errors.

4. Complexity (FLD 4-2, 75 points)

Assignments include a variety of transactions and documents including but not limited to purchase orders, travel vouchers, requisitions and contract documents.

Transactions are usually readily verified and do not present difficulties in identification. Some charges are split over two or more accounts and contract costs must be carefully monitored as to estimated costs versus actual costs.

Occasionally incumbent must check several different sources to resolve errors or identify documents.

5. Scope and Effect (FLD 5-2, 75 points)

The purpose of the work is to track obligations and commitments against fund availability and thus to provide a mechanism for the manager to control funds and to provide fund status information on which funding and program decisions can be made.

Work affects the accuracy, timely submission, adequacy, and acceptability of accounting and budget support covering the program and administrative activities conducted by the organization. Work also affects the timely availability of funds to continue the conduct of mission-oriented functions in a field location.

6. Personal Contacts (FLD 6-2, 25 points)

Contacts are with employees within the immediate organization, employees within the Agency serviced by the incumbent, Administrative and Financial Management employees, and the National Finance Center.

7. Purpose of Contacts (FLD 7-1, 20 points)

Contacts are for the purpose of receiving or furnishing accounting information on status of funds and to resolve or clarify problems. Further, contacts are made for correcting errors in the accounting system.

8. Physical Demands (FLD 8-1, 5 points)

The work is primarily sedentary.

9. Work Environment (FLD 9-1, 5 points)

The work is performed in an office setting.

Accounting Technician
GS-525-4

Standard Job #525-04

C. OTHER CONSIDERATIONS (Check if applicable)

- ☐ Qualified Typist Required
- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other: _____

Total Points: 805

Grade Conversion: GS-4

September 6, 1996